

**PUBLIC WORKS**  
**Contract Management**  
**(An Industrial Insurance Perspective)**

**1. Requirements that affect your contract management:**

- A. The Law (Rules) –
  - 1. Title 51 Industrial Insurance laws
  - 2. WAC 296-17 Workers Compensation Insurance Manual
- B. RCW 51.12.050 Public Entity Work
- C. RCW 51.12.070 Work Done by Contract - Subcontractors
- D. How do contractors report and pay premiums?
  - 1. RCW 51.16.060 Quarterly Report of Payrolls
- E. RCW 51.16.190 Limitation on collection actions

**2. Pre-award Industrial Insurance verification:**

- A. Contractors Registration
- B. Industrial Insurance account verification

**3. Estimating premiums on a job or Project:**

- A. Figuring out Industrial Insurance classifications
- B. Industrial insurance rates
  - 1. Rate Notice
  - 2. Quarterly Report
- C. Estimating the premiums.
- D. Help
  - 1. Employer services Policy Managers
  - 2. Audit supervisors

**4. Contract Close out**

- A. List of subcontractors
  - 1. Verify they are registered contractors – Internet site
  - 2. Verify they have an active Industrial Insurance account and have been reporting – Internet site

**Industrial Insurance  
Audit Supervisors**

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